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Recreation Commission Minutes 10/09/2007

Park and Recreation Commission
Minutes
Tuesday, October 9, 2007
Approved

The Park and Recreation Commission came to order at 7:05 PM on the first floor of the Arlington Senior Center on Tuesday, October 9, 2007.

Members in attendance included: Leslie Mayer, Don Vitters, Jen Rothenberg, and Nancy Campbell. Also in attendance was Director of Recreation Joseph Connelly.

Members of the public included Karen Coleman.

Approval of Minutes

The Park and Recreation Commission reviewed the minutes of September 11, 2007. Ms. Campbell motioned to approve the minutes and it was seconded by Mr. Vitters. Motion was approved 4-0.

Draft Bench Dedication Policy

Ms. Mayer reviewed the request from Ms. Coleman to donate a bench at Thorndike Field in honor of a youth soccer coach. Ms. Mayer and Mr. Connelly stated that this donation brought up many questions that needed to be answered so that the Commission would be prepared to act on future requests. Mr. Connelly drafted a draft policy for the Commission to review. Mr. Connelly reviewed the policy with the Commission.

Bench Dedication Policy

DRAFT

The Town of Arlington Park and Recreation Commission has established this policy to allow for the consistent decision making and planning with regards to requests for bench donations for parks, playgrounds and fields.

1. The Park and Recreation Commission shall establish a list of sites and locations where it feels benches would be appropriately placed.

List of Parks, Playground and Fields

2. Requests shall be made to the Park and Recreation Commission and discussed and voted on at a posted meeting of the Commission.
3. Requests for benches in the name of an active youth or high school coach must also have the recommendation of the respective youth board, commission or school authority.

4. Benches should be uniform in style and size as approved by the Park and Recreation Commission.
5. Plaques must be uniform in design, style, size and color.
6. Plaque wording must receive prior approval by the Park and Recreation Commission.
7. Donations are made in full to the Park Beautification Fund through the Arlington Recreation Department. Once the donation has been made the Recreation Department will order the bench. The individual making the donation is responsible for purchasing the plaque as per the Park and Recreation Commission specifications.
8. A dedication ceremony will be at the discretion of the donor but the time and date must be coordinated through the Recreation Department.
9. The donor should realize that the Town of Arlington will do its best to maintain the condition of each bench, but cannot be responsible for the replacement or maintenance of every bench due to vandalism or unforeseen damages.

Ms. Rothenberg asked if the policy would include trees, plantings and other donations. Ms. Mayer suggested that we develop the bench policy first and then expand it to other donations.

Mr. Vitters explained that a decision would have to be made about the installation for each site with regards to concrete foundations or direct anchors to the ground.

Ms. Mayer suggested that the playground bench placement be part of the capital design process for Pheasant, Wellington and Summer Street playgrounds. Mr. Connelly suggested that the commission choose a few locations to begin the process and then add to the list once a location is completed.

Ms. Mayer asked each Commission member send their list of sites to Mr. Connelly prior to the next meeting so that he may compile the list for discussion at the November meeting.

The Commission discussed the placement of donated items that go through the Public Memorial Committee or Board of Selectmen on property under the jurisdiction of the Park Commission. The Park Commission would like to be involved in the process prior to the final approval being given. Mr. Connelly will contact the Public Memorial Committee regarding this request.

International School of Boston – Terrace Project

There were no representatives present from the International School of Boston. The Commission tabled the discussion to a future meeting.

Recreation Update

Mr. Connelly updated the Commission by briefly reviewing the draft Recreation Department Three Year Outlook report he is preparing for the Board of Selectmen. Mr. Connelly stated that he likes the direction the department is going. Mr. Connelly stated that the goal of the department was to concentrate on quality programming in order to attract quantity participation.

Rink Update

Mr. Connelly stated that the rink opened on September 24th and things were running smoothly. Mr. Connelly and the Commission discussed the positive changes thus far at the rink facility.

Special Events

Ms. Mayer asked if the sponsors of the Spooky Walk have applied for a permit. Mr. Connelly stated that a request was submitted for the event to be held on Saturday, October 27th at Menotomy Rocks Park. The Commission discussed the event. Ms. Campbell motioned to approve the event, seconded by Mr. Vitters and approved 4-0.

Ms. Rothenberg asked what the policy was for special event permitting. Mr. Connelly stated he would make a judgment on whether the request needed Commission approval based on the event's nature and size of the event. Mr. Connelly stated that most events with attendance over 100 needed Park Commission approval.

Ms. Rothenberg asked that this be clarified in a policy. Ms. Rothenberg also suggested a policy for movie/film production permits and wedding ceremonies.

Capital Improvement Update

Mr. Connelly reviewed the capital projects.

Menotomy:

Menotomy Rocks Park Renovation is just about completed. Mr. Vitter's asked that landscaping be done around the pump box, the wooden gate column be less pointed at the top and that we look at alternatives to gravel along the path in future projects. Ms. Mayer stated that the Friends of Menotomy are considering irrigation in the front field and would like our input. The Commission discussed the irrigation issue. The Commission had no negative feedback and asked the Friends to make a formal request after their board discussed the issue.

Buzzell:

Buzzell project is currently on hold until more testing can be completed on the soil and ground water. Mr. Connelly stated that the intent was to ask for a general fund transfer to complete the project. Mr. Connelly and Mr. Warner have met with the contractor and have a plan ready to move forward. Mr. Connelly stated that the plan would need to be approved by the Licensed Site Professional.

Bishop/Bishop Playground:

The Bishop Field project is complete.

The playground community build is progressing with Ms. Rothenberg and Mr. Connelly meeting with the BPIC group on a weekly basis. The build is now planned for the weekend of November 10th. The week delay is due to the equipment coming in later than expected and the work schedule of the excavator. Mr. Connelly and Ms. Rothenberg feel comfortable with the site supervisor from Goric after meeting with them earlier today.

Wellington:

The poles have been delivered and work is set to begin next week pending all the appropriate insurance being in place.

Pheasant:

A public input meeting was held on Tuesday, October 2nd at 7 PM at the Stratton School. Mr. Connelly and Ms. Mayer reported that the meeting was very informative and well attended by neighbors and parents. Mr. Connelly stated that Andrew Leonard was now drafting notes from the meeting and will soon begin the preliminary schematic stage. Once this had been completed it will again be reviewed by the Commission and the public.

Thorndike Parking:

The Arlington Recreation Department received two proposals for design. Mr. Connelly reviewed the proposal from Leonard Design and Larson Associates. The Commission reviewed both proposals. The Commission had positive things to say about each firm but thought that Larson Associates would bring a new perspective to the project. Mr. Connelly will inform both firms of the results.

Committee Updates

Open Space – Ms. Mayer stated that the plan is being finalized.

Green Dog – Ms. Mayer and Mr. Connelly explained that the Committee is in the process of setting up a series of public hearings to review the proposal with the kick off meeting being October 25th.

Friends of Parks - Ms. Rothenberg updated the Commission on the latest meeting and discussed the steps for moving forward with the brochure mailing. Ms. Rothenberg and Mr. Connelly will meet to discuss how to implement the next steps.

Ms. Campbell motioned to adjourn, seconded by Mr. Vitters and approved 4-0.

Meeting adjourned at 9:50 PM.

Respectively Submitted:

Joseph Connelly, Director of Recreation